

THE ASIAN CIVIL ENGINEERING COORDINATING COUNCIL



For a Better Quality of Life

**CONSTITUTION  
AND  
BY-LAWS**

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# **The Asian Civil Engineering Coordinating Council**

## **CONSTITUTION**

(March 8, 2014)

### **Article 1: Name**

The Name of this council (hereinafter referred to as "ACECC ") shall be known as THE ASIAN CIVIL ENGINEERING COORDINATING COUNCIL.

### **Article 2 : Objectives**

The objectives of the ACECC are:

1. To promote and advance the science and practice of Civil Engineering and related professions for sustainable developments in the Asian region.
2. To encourage communication between persons in charge of scientific and technical responsibility for any field of civil engineering.
3. To improve, extend and enhance such activities as infrastructure construction and management, preservation of the precious environment and natural disaster prevention.
4. To foster exchange of ideas among the member societies/institutions.
5. To cooperate with any regional, national and international organizations to support their work, as the ACECC decides necessary.
6. To provide advice to member societies/institutions to strengthen their domestic activities.
7. To achieve the above objectives, international conferences called Civil Engineering Conference in the Asian Region (CECAR) will be held on a triennial basis as the main activity of the ACECC.

Hereafter in the constitution "International Conference" means CECAR.

### **Article 3 : Organization**

The organization shall consist of

1. Member societies/institutions
2. Executive Committee
3. Secretariat
4. Local organizing committee
5. Planning Committee
6. Finance committee
7. Technical Coordinating Committee
8. Technical committees

#### **Article 4: Membership and the ACECC membership meeting**

1. The member societies/institutions of the ACECC shall be open to worldwide societies/institutions of civil engineers.
2. There shall be only one voting society/institution from an economy\*
3. Each economy's society/institution of civil engineers, satisfying the qualification requirements for application specified in By-laws, is eligible for membership in the ACECC.
4. A member society may at any time withdraw from the ACECC by giving a notice to the executive committee who must act within 30 days from receipt of such notice. The withdrawal shall become effective upon acceptance by the executive committee or the failure of the executive committee to act on the notice of withdrawal within the 30 days period.
5. The ACECC membership meeting, consisting of all the member societies/institutions, shall be held at the time of International Conference. Majority of the council members in attendance shall be necessary to constitute a quorum for the ACECC membership meeting.

\* An economy is a region where particular types of production and consumption of goods and services and the supply of money take place based on geographical boundaries.

#### **Article 5: The Executive Committee**

1. The executive committee members shall be elected by the ACECC membership meeting and shall serve until the next ACECC membership meeting.
2. The executive committee shall be the governing body of the Organization.
3. The executive committee shall formulate the By-laws, rules and regulations to govern the operation of the council in accordance with the Constitution of the ACECC.
4. The executive committee shall decide to hold the International Conference for accomplishing the Objectives.
5. The Executive Committee shall consist of one representative from each voting society/institution. If there is more than one member society/institution from an economy, these members from the economy are responsible for notifying in writing the Chair of the voting society/institution one month before the Executive Committee meets. The Chair of the Executive Committee shall nominate the voting society/institution, if the Chair of the Executive Committee does not receive the notification before the Executive Committee meets. The Secretary General is the Chief Administrative Officer of the Executive Committee who acts in a voluntary position as a member of the Executive Committee.
6. The Chair shall be responsible for external contacts and negotiations on behalf of the executive committee and for the functioning of the executive committee meetings.
7. Required quorum for the executive committee meeting shall be more than fifty percent of all the executive committee members.
8. The executive committee has the responsibility to identify and address advanced civil engineering technology needed for improving design and construction practices.

#### **Article 6: The International Conference**

1. The International Conference (CECAR) shall be held approximately every three years in an economy to be decided by the executive committee.
2. Offer to host the next International Conference shall be sent by a member society/institution to the executive committee for consideration.
3. Any member of the ACECC member societies/institutions is entitled to attend the International Conferences.

## **Article 7: The Local Organizing Committee**

1. The Local Organizing Committee shall be established in an economy where the next International Conference will be held.
2. The Local Organizing Committee shall have responsibilities for all necessary preparation and planning, conducting and managing the International Conference in accordance with the plans and programs approved by the executive committee.
3. The members of the Local Organizing Committee from the host economy will be recommended by the host economy's society/institution and approved by the executive committee.

## **Article 8: Other committees**

### **Article 8.1: Planning Committee**

1. The Executive Committee establishes the Planning Committee, whose purpose is to formulate and prepare policy documents for the Executive Committee to plan and carry out various activities to achieve the ACECC objectives and strategic vision.

### **Article 8.2:**

### **Technical Coordinating Committee and Technical Committees**

1. The Executive Committee establishes the Technical Coordinating Committee, whose purpose is to formulate and prepare policy documents regarding technical activities for the Executive Committee, to coordinate all activities of Technical Committees and to review establishment of new Technical Committees to achieve the ACECC objectives and strategic vision.
2. The Executive Committee may wish to establish one or more Technical Committees, if necessary, whose purpose is to identify technical subjects common to the majority of the ACECC members.
3. The Technical Committees shall get direction from and report to the Technical Coordinating Committee.

### **Article 8.3: Finance committee**

1. The Executive Committee establishes the Finance Committee, whose purpose is to supervise and monitor budget implementations to ensure sound financial management and business operation of ACECC.

## **Article 9: The Secretariat**

1. The Secretariat shall be located at one of the ACECC member societies/institutions to be determined by the executive committee.
2. The Secretariat shall be headed by a Secretary General who shall be approved by the executive committee.

## **Article 10: Finance**

1. The ACECC is a non-profit organization of which financial resources shall be derived from:
  - (1) Annual membership dues paid by the member societies/institutions.
  - (2) Contributions from other sources, if any
  - (3) Income from activities of the ACECC, such as publications that may be developed by the International Conferences and the Technical Committees.
2. The executive committee shall determine the amount of annual membership dues from the member societies/institutions.
3. The fiscal year shall be from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June of each year.
4. The payment of annual membership dues from the member societies/institutions for any financial year shall be made not later than the 30<sup>th</sup> of June in that year.
5. A member in arrears with payment for three consecutive years shall automatically have its membership terminated, unless any other action is taken by a vote of the Executive Committee.
6. The ACECC shall have power to accept donations to its funds from any source or sources, which the executive committee approves.

## **Article 11: Amendment of the Constitution**

This constitution may be amended by a majority vote of the executive committee and ratified by a two-thirds (2/3) affirmative vote of the ACECC members.

## **Articles 12: Dissolution of the ACECC**

1. The dissolution of the ACECC can be affected only by a majority of two-thirds of all member societies/institutions at the ACECC membership meeting.
2. The executive committee shall decide on the distribution of all remaining assets of the ACECC after settling all debts and liabilities, subject to ratification by two-thirds of all members of the council.

# **The Asian Civil Engineering Coordinating Council**

## **By-laws** (March 8, 2014)

### **I. Responsibilities of the Executive Committee, Chair of the Executive Committee, and the Secretary-General**

1. The executive committee is responsible for overall policy and management of the ACECC activities such as:
  - (1) Selection of Chair
  - (2) Budget and membership approval
  - (3) Membership due approval
  - (4) Management of the International Conferences (CECAR), including
    - a) Selection of the next International Conference(CECAR) venue
    - b) Budget review and approval
    - c) Policy on inviting key note lecturers, technical speakers and moderators
    - d) Approval of program policy and professional content of sessions
    - e) Policy on the presentation of papers
    - f) Publicity guidance and policy and conference publication rights
    - g) Marketing plan guideline and input
    - h) Financial business plan
  - (5) Set up of planning committee, Technical Coordinating Committee and Technical Committee
  - (6) Planning of other related activities
2. The representative of the member society/institution who will be hosting the next International Conference (CECAR) shall be the chair of the council and executive committee. He/She shall be responsible for external contacts and negotiations on behalf of the executive committee and for the functioning of the executive committee meeting. The executive committee meeting will be generally held at least once a year. The Chair will encourage use of electronic communication during the ACECC planning. The agenda for the meetings shall be circulated two months before the executive committee meets.
3. The term of the Chair is basically three years, spanning between two CECARs and all the responsibilities will be handed over at the time of the ACECC membership meeting.
4. The Secretariat shall consist of the Secretary General, Treasurer, and administrative and clerical personnel engaged by the Secretary General. The Treasurer was nominated by the Secretary General and approved by the Executive Committee.
5. The period of appointment of the Secretary General will be six years from mid-term to mid-term of the CECAR. About 18 months before the period of appointment ends, the Chair will invite member societies to submit proposals for the next appointment. Each proposal should include the name of the person recommended for the post, together with the location and structure of the Secretariat and an estimate budget plan for its operation. The incumbent Secretary General is eligible for reappointment, but their extended term of appointment is three years only.
6. Voting for the Secretary General shall be by secret ballot held at the executive committee meeting and a simple majority. When more than two choices are available and none of the choices receives a majority of votes on the first ballot count, the choice receiving the fewest votes shall be deleted, and a second ballot conducted. The procedure shall be repeated successively until one of the choices receives a majority of votes. Should a tied situation occur the Chair shall exercise a casting vote.

7. A member society which is not able to have a representative present at the executive committee meeting may transfer its voting rights either to the Chair or the representative of another member society having notified this in writing to the Secretary General before the executive committee meeting. No representative may carry more than two such proxy votes.
8. One or two Deputy Secretary Generals may be appointed by the Chair of Executive Committee to assist the Secretary General to perform his/her duties. Deputy Secretary Generals may be selected from member societies other than the society to which the Secretary General belongs. When two Deputy Secretary Generals are appointed, the Chair shall appoint the first Deputy Secretary General and the second at his discretion.
9. The Secretary General is responsible for assisting the executive committee to operate the ACECC and will draw up a draft budget for the ACECC for the next year. The Treasurer will prepare and present a report on the financial position to the Finance Committee two months before the Executive Committee meeting. The Secretary General or a Deputy Secretary General shall present the report on the financial position, progress of the ongoing International Conference (CECAR) organization and other activities at each Executive Committee meeting. By the 30th of September, the Secretary General will present accounts of the preceding year for approval of the executive committee. The Secretary General should attend all Executive Committee meetings. Should the Secretary General be unable to attend any meeting, the first Deputy Secretary General shall perform the role of the Secretary General.

## **II. Responsibilities of the Secretariat**

1. In order to assist in the efficient operation of the ACECC, the Secretariat will perform day-to-day activities authorized by the Secretary General.
2. The Secretariat will implement a website system for the effective operation of ACECC activities and documentation controls.
3. The Secretariat will assist in activities to increase the ACECC membership, to facilitate TC activities, and support the Local Organizing Committee of CECAR.
4. The Secretariat will draft mid-term policy and development plan under the leadership of the Chair and submit the plan to Planning Committee for discussion.

## **III. Responsibilities of the Local Organizing Committee**

**The Local organizing committee is responsible for smooth organization of the International Conference (CECAR), including:**

- a. Budget planning and local management of the International Conference (CECAR)
- b. Production and distribution of proceedings and documents before, during and after the International Conference (CECAR)
- c. Corporate sponsorship solicitation
- d. Arrangements for the use of meeting halls and equipment
- e. Hiring administrative staff, supervisors, technical conference registration and information staff
- f. Registration of delegates
- g. Arrangement for social, cultural and technical tours
- h. Hotel accommodations
- i. Press/media exposures
- j. Review, approve and maintain schedule of the conference planning deadlines
- k. Prepare and implement financial and marketing plan for attendees.
- l. Open and administer conference bank account subjected to the review and approved by the executive committee.

## **IV. Financial Resources**

1. The expenses of the delegate members of the executive committee, including their traveling expenses, will be paid by each member society/institution, which it represents.
2. Each member pays an annual membership due in accordance with the following program.
3. For a member who joins in mid-term of a fiscal year, the membership dues shall be prorated by the month.

#### Membership Dues Program

(Revised on March 8, 2014)

Income Level	Range of GNI* per capita (US \$)	Membership Dues (US \$)
Low-1	0 < 700	200
Low-2	701 < 1025	500
Lower Middle	1,026 to 4,035	1,000
Upper Middle	4,036 to 12,475	1,500
Lower High	12,476 to 20,000	2,000
Upper High	> 20,001	2,500

\* Will be based on the most up-to-dated World Bank Report.

\*\* This level was introduced to subdivide a very wide range of income.

\*\*\* Membership dues shall be adjusted annually by reviewing the latest World Bank Report using the World Bank Atlas Method, and after the approval of the Executive Committee.

4. In paying the membership dues, the required bank charges shall be paid by the submitting member.
5. The ACECC will receive 40 % of surplus produced by organizing the International Conferences (CECAR) and other related activities, and will keep copyrights of publications, such as Proceedings of the International Conferences (CECAR).

#### **V. Responsibilities of the Planning Committee**

1. The Chair of the Planning Committee shall be nominated by the Chair of the Executive Committee and approved by the Executive Committee.
2. The Planning Committee shall consist of the Secretary General as the ex-officio member and one representative designated by each ACECC member for a fixed term of three years. The chair of the Planning Committee shall approve the members of the Planning Committee and report to Executive Committee for information.
3. The Planning Committee shall prepare policy documents upon the request of the Executive Committee.
4. The Planning Committee may review and recommend to Executive Committee about the establishment of new subcommittees with each subcommittee assigned a specific task.

#### **VI. Responsibilities of the Technical Coordinating Committee and Technical Committees**

##### **VI.1. Responsibilities of the Technical Coordinating Committee**

1. The Chair of the Technical Coordinating Committee shall be nominated by the Chair of the Executive Committee and approved by the Executive Committee.

2. The Technical Coordinating Committee shall consist of the Secretary General as the ex-officio member and one representative designated by each ACECC member for a fixed term of three years. The chair of the Technical Coordinating Committee shall approve the members of the Technical Coordinating Committee and report to Executive Committee for information.
3. The Technical Coordinating Committee shall prepare policy documents regarding technical activities for the Executive Committee, to coordinate all activities of Technical Committees.
4. The Technical Coordinating Committee shall review and recommend to Executive Committee about the establishment of new Technical Committees and subcommittees as well as termination of existing Technical Committees and subcommittees.
5. The Technical Coordinating Committee shall submit an activity report to the Secretary General one month before the Executive Committee Meeting.
6. The Technical Coordinating Committee shall actively participate in the planning of the International Conference (CECAR).

### **VI.2. Responsibilities of the Technical Committees**

1. The Chair of the Technical Committee shall be nominated by the Chair of the Executive Committee and approved by the Executive Committee.
2. The Technical Committee shall consist of representatives from member societies/institutions interested in a given technical subject and experts in the area. The chair of the Technical Committee shall approve the members of the Technical Committee and refer to Executive Committee for information.
3. The Technical Committees shall work along with the Terms of Reference specified by the Executive Committee.
4. The Technical Committee shall submit an activity report to the Chair of Technical Coordinating Committee and copy to Secretary General one and a half month before the Executive Committee meeting.
5. The Technical Committee shall actively participate in the planning and execution of the International Conference (CECAR).
6. The Technical Committee may review and recommend to Technical Coordinating Committee about the establishment of new subcommittees with each subcommittee assigned a specific task.

### **VI.3. Responsibilities of the Finance Committee**

1. ACECC is responsible for financial resources that cover the expenses of running the Secretariat according to the approved budget plan.
2. The Chair of the Finance Committee shall be nominated by the Chair of the Executive Committee and approved by the Executive Committee.
3. The Finance Committee shall consist of selected representatives from member societies/institutions.
4. The Finance Committee shall review the reports of the financial position prepared by the Treasurer and submit a report of the evaluation to the Executive Committee meeting.
5. The Finance Committee may recommend a set of actions for sustainability of financially sound operation of ACECC to the Executive Committee, when required.

## **VII. Procedure for membership application**

1. Interested societies/institutions are encouraged to write to the Chair of the executive committee of the ACECC confirming its wish to become a member and provide a completed application form.
2. These societies/institutions may represent civil engineering profession recognized in an economy and must have:
  - a) A Profile
  - b) A President or Chair
  - c) A Secretary
  - d) An Address for its Secretariat
  - e) Financial basis for payment of membership dues
  - f) Evidence of recognition by an economy.
3. At the next executive committee meeting the applicant's membership request will be considered and the society/institution will be notified of the results.

### **VIII. Language**

The working Language for the executive committee operation is English.